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Faculty Senate Standing Rules

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**GOVERNORS STATE UNIVERSITY
FACULTY SENATE STANDING RULES**

Articles:

I. Rules of Procedure.

II. Senate Committee Structure.

III. Records.

ARTICLE I. RULES OF PROCEDURE

SECTION 1

- A. The rules of procedure for the meetings of the Faculty Senate, except as may be otherwise specified in the Senate Bylaws, shall be those of Robert's Rules of Order, Newly Revised.
- B. All definitions in the Standing Rules shall reflect those definitions set forth in the Bylaws.
- C. All motions, except as may be otherwise specified in the Bylaws or Standing Rules, shall be determined by a simple majority of the votes cast.
- D. Election of officers of the Senate shall be by secret ballot during the first Faculty Senate Meeting of the academic year during which a new term of office begins. Officers, even if no longer serving as senators, will hold their offices through the election of their successors. The Faculty Senate Parliamentarian and one Faculty Senate officer will count ballots, with at least one outside observer. For contested elections, each candidate may appoint one observer. In the event of a tie, a revote shall be recast immediately and repeated until a winner is determined.
- E. Each academic voting unit eligible under the provisions of Article III of the Bylaws shall elect its Senate Executive Committee member from among its elected faculty senators present at the first meeting of the academic year.
- F. Senators may not speak more than 5 minutes at a time, unless additional time has been scheduled on the agenda. If the Senator goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Senator requests additional time, an exception may be approved by a majority vote of Senators present.
- G. Announcements and Reports from Guests shall be limited to no more than 10 minutes per person, unless additional time has been scheduled on the agenda, upon which the floor shall be opened for discussion. If the Guest goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Guest requests additional time, an exception may be approved by a majority vote of Senators present.
- H. At the discretion of the Faculty Senate President, Guests, other than the Provost or their designee, wishing to report to the Faculty Senate may be asked to provide a one-page summary of their presentation to the Executive Committee, and the Guest shall be present

to answer questions at the Faculty Senate meeting for which their item is placed on the agenda.

SECTION 2

- A. The President shall set the order of business at each regular meeting of the Senate. The recommended order of meetings is the following, and the order of business may be altered upon simple majority of Senators attending:
 - a. Call to order by presiding officer
 - b. Approval by vote of the agenda, and communications to the Senate from Senators
 - c. Approval by vote of previous minutes
 - d. Action items
 - e. Announcements by the Senate President, excluding Executive Committee reports
 - f. Announcements including correspondence accepted without vote
 - g. Unfinished old business
 - h. Receive any reports of all committees
 - i. Receive any report of the Executive Committee
 - j. New business
 - k. Announcements and Reports by the University President, Provost, or their designee
 - l. Comments and recommendations
- B. Order and adjournment is called by the presiding officer.

SECTION 3

The Senate shall appoint Ad Hoc or Task Force committees to consider subjects not already assigned to Standing Committees of the Senate. These Committees shall be terminated when the specific task or objective is completed. The Faculty Senate shall reaffirm their duties no later than the end of the Senate year by a majority vote. Reports of actions taken by the Senate, including its Committees, shall be included in the Senate record.

SECTION 4

New Standing Rules of the Senate and Amendments to these rules may be voted upon by a simple majority vote, provided that the amendments have been presented in writing to the Faculty Senate President six days before a regular meeting of the Senate Executive Committee. New Standing Rules or Amendments shall be considered for inclusion in the agenda for either of the next two meetings of the Faculty Senate.

SECTION 5

The Senate President has the discretion to invite any person to attend a Senate or Executive Committee meeting and to speak within limits set by the Senate. Guests do not have voting rights. If the presence of a guest is disruptive or a hindrance to the order of business, or limits the discussion by Senators due to the nature of the topic, the Senate President or designee, acting on behalf of the Senate, has the discretion to ask the guest to leave.

SECTION 6

- A. The University President, Provost or their designee shall meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Provost, as the chief academic officer, or their designee, is a liaison between

Administration and the Faculty Senate, and therefore is extended the privilege of floor rights, but does not have voting rights.

- B. As stated in the Bylaws, Art. 6, Sec. 7(A), all current Senators shall have floor rights at Senate meetings. Floor rights for Guests in attendance may be extended at the discretion of the voting members of the meeting. Floor rights are conferred without vote if the Guest is placed on the agenda.
- C. Floor rights provide the right that a Senate or Guest may speak when acknowledged by the Senate President or Presiding Officer.

SECTION 7

The Senate and its Executive Committee have the right by its simple majority vote to go into executive session. When an executive session is approved, all guests must leave the meeting place unless particular guests are invited to stay by simple majority vote.

SECTION 8

The Bargaining Unit President or their designee may meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Bargaining Unit President, as representative of the faculty's interests as a collective bargaining group, or his/her designee is a guest of the Faculty Senate, and extended the privilege of floor rights, but does not have voting rights.

SECTION 9

The Senate may periodically request written or oral reports from Committees to update the Senate on its work.

SECTION 10

The Senate President shall prepare the agenda of each meeting and circulate a draft to the Senators no fewer than 48 hours prior to the meeting, together with electronic copies of the minutes of the last preceding regular meeting and of any intervening special meeting, and any written reports from Standing, Ad Hoc, or Task Force Committees.

SECTION 11

Senators participating via teleconference or videoconference, by a majority vote of Senators present, shall be considered present and in attendance for purposes of determining the existence of a quorum and any vote on motions.

SECTION 12

Meeting Minutes for Faculty Senate, and its Standing, Ad Hoc, and Task Force reports and minutes shall be housed electronically on the Faculty Senate website.

ARTICLE II. SENATE COMMITTEE STRUCTURE

SECTION 1

Each Standing Committee, with the exception of the Executive Committee, shall be composed of at least seven (7) regular members with one representative from each College, one member from the Library, and two At-Large.

SECTION 2

The membership of Standing Committees may include faculty other than persons currently serving as Senators, but only a Senator shall be eligible to chair such a committee without the authorization of the Faculty Senate by two-thirds (67%) majority of the entire Senate.

SECTION 3

All Standing Committees may add to their membership (consistent with the Bylaws, and with the recommendation of the Executive Committee and approval of the Faculty Senate) nonvoting resource personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. Committees may add resource personnel on either a continuing or an ad hoc basis depending on the issues before the committee.

SECTION 4

With approval of the Executive Committee, a Standing Committee Chair may request a temporary increase in voting membership of the Committee, certified yearly by the Faculty Senate. The request and certification shall occur during the spring semester prior to the call for nominations. Incumbency of membership on standing committees, with the exception of the Executive Committee, shall be for staggered terms of two years.

SECTION 5

- A. The Executive Committee and the Senate Officers are subject to the orders of the Senate and none of their acts shall conflict with action taken by the Senate.
- B. Although the Executive Committee does not have the responsibility of initiating Faculty Senate action, it shall have the responsibility of developing long-range plans for Faculty Senate activities.

SECTION 6

Regular meetings of the Executive Committee shall be scheduled at least once a month when Faculty are on-contract.

SECTION 7

The Parliamentarian may be from the Faculty as defined in Article I of the Bylaws, and may also simultaneously be a Senator. Upon appointment to Parliamentarian, their Senatorial seat shall not be declared vacant. The role of the Parliamentarian is advisory only, unless the individual is a Senator.

SECTION 8

Faculty Senate shall have two representatives to the Planning and Budget Advisory Council (PBAC) that will serve for a yearly term. In August, a slate of candidates shall be drawn from nominations of Senators, including those who may not be present. In the September meeting, the Senate shall vote by secret ballot on the nominee slate and the candidates with the top two numbers of votes shall serve. In the case of a tie amongst the two top candidates, both vacancies shall be deemed filled. In the case of a tie amongst the second vacancy, the tied candidates for the second vacancy will hold a run-off election held during the September meeting. Secret

ballots shall be counted by the Parliamentarian and a Faculty Senate officer, or their designee, neither of whom is being considered for one of the Senate representative positions on PBAC.

ARTICLE III. RECORDS

SECTION 1

The Standing Rules adopted for the current academic year shall be accessible online,, replacing previous versions.

SECTION 2

Previous versions of Standing Rules shall be archived online and accessible to the University.